SCREEN ONE - Illinois.gov Login

After clicking the link to the <u>DOL Prevailing Wage System</u>, please sign into Illinois Public Account Portal, using your Illinois Public ID.

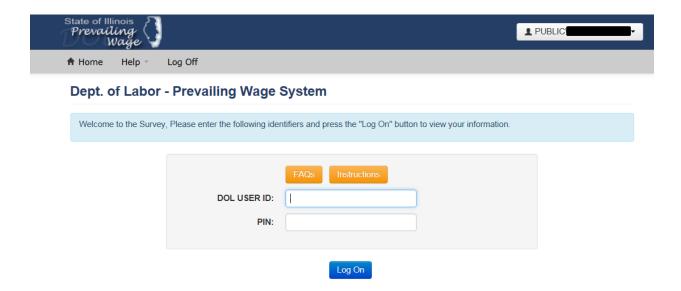
If you do not have an Illinois Public ID, please create one by clicking the Sign UP button on this screen. Then return to this screen to login with that new Illinois Public ID information.

ILLENOIS.cov		
	Sign up Don't have an Illinois Public Account? Sign Up	Sign in Username:
	© 2014 State of Illinois	Illinois Privacy Info Help

SCREEN TWO - DOL Survey Login

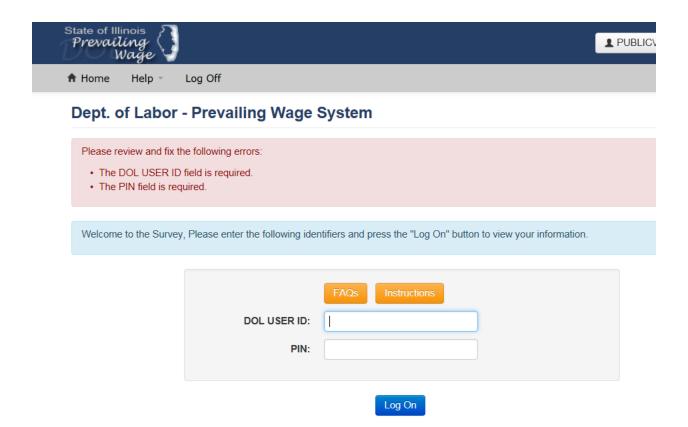
On Screen Two, please enter the DOL User ID and PIN that was included in the email with the survey link and press **<Search>** button.

This DOL User ID and PIN are unique to the specific government body, such as a Township or Village, for which you are listed as being authorized to submit procurement related information.



IF THERE IS AN ERROR

Throughout the site, the system will let you know if there are data entry errors, presented at the top of the screen in a red box. Here is an example of how that would appear.

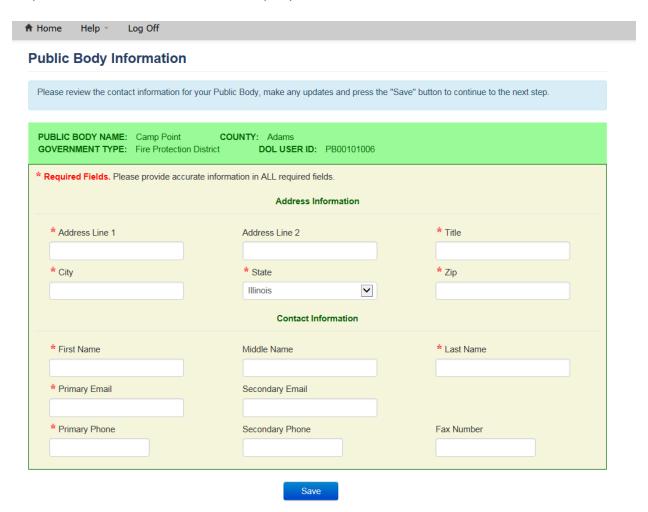


SCREEN THREE – Public Body Information Confirmation

Please enter the information requested. The following fields will be required: First Name, Last Name, Title, primary phone, primary email and address line 1.

After you enter the required information, press <Save>.

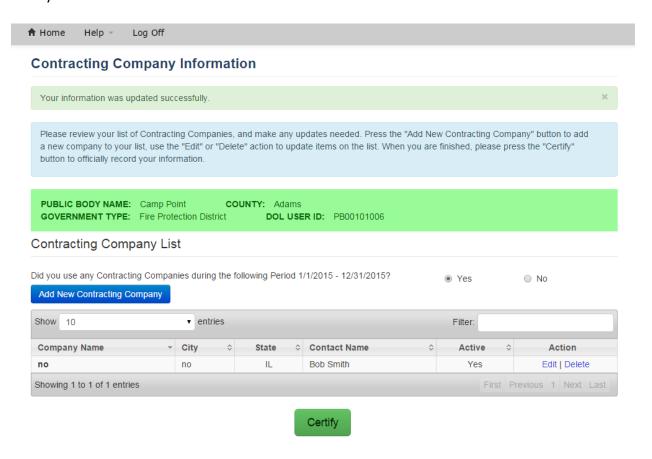
Once you have pressed the **<Save>** button, the system will update the information and you will be presented with the Contractor Company List screen.



SCREEN FOUR – Entering Government Contractor Information

This screen will list all of the contracting companies that your particular Public Body has in the DOL Survey System. The first time you participate in the survey, the list will be blank, but it will update each time you add a contractor entry.

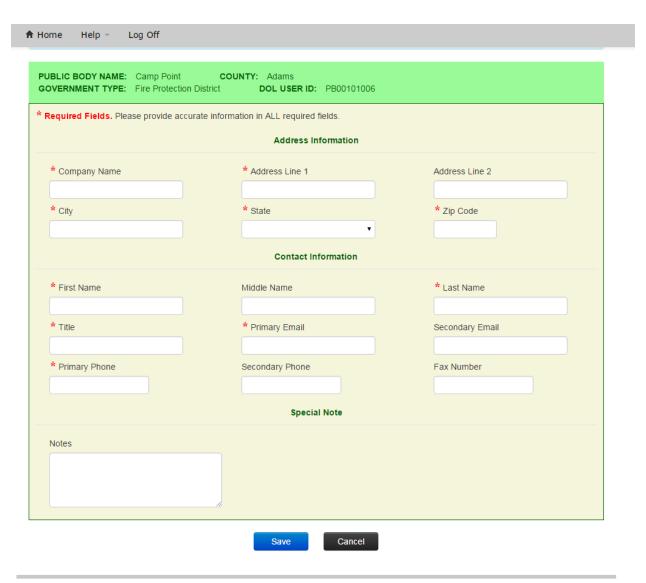
- You can Edit the information for a company by selecting the Edit in the Action column of the row. Then, you will be transferred to the Contractor Edit Screen.
- You can Delete a company by selecting the Delete in the action column of the row. Then you will be presented with a POP UP Box to confirm, which is required before you actually delete.
- You can add an additional Company by pressing the **<Add New Contracting Company>** button. You will be transferred to the Add New Contracting Company screen.
- When you are done inserting all the Contracting Companies, you will press the **<Certify>** button to officially record their responses. This will cause a Pop Up Box to appear asking you to certify the information.



ADDING A NEW COMPANY

This screen will allow you to add a new Company.

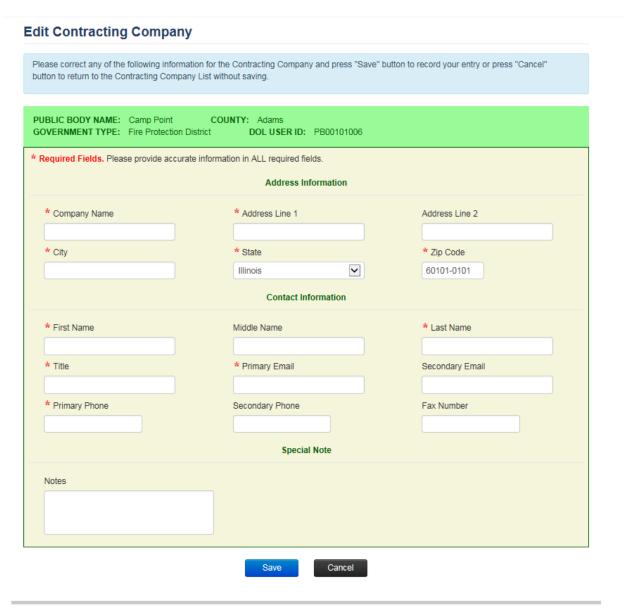
- If you press **<Save>**, the updates will be saved and return you to the Contractor List screen.
- The following fields are required: Company name, Address line 1, City, State, Zip, First Name, Last Name, Title, Primary Email and Primary phone.
- If you press **<Cancel>**, you will be returned back to the contractor list and no updates will be saved.



EDITING A COMPANY

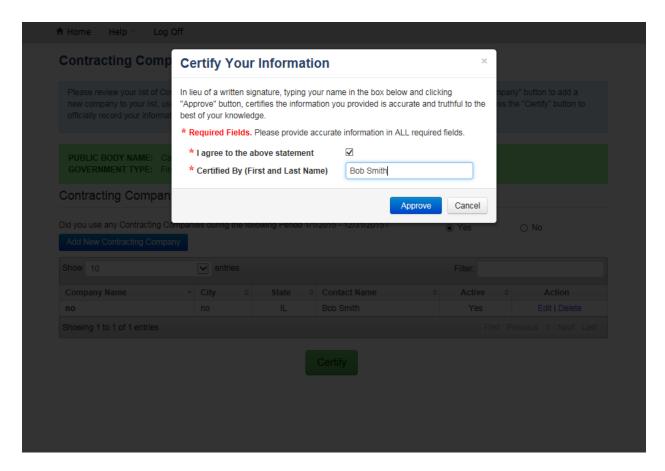
This screen will allow you to edit a Company.

- If you press **<Save>**, the updates will be saved and you will be returned back to the Contractor List screen.
- The following fields are required: Company name, Address line 1, City, State, Zip, First Name, Last Name, Title, Primary Email and Primary phone.
- If you press **<Cancel>**, you will be returned back to the contractor list and no updates will be saved.



SCREEN FIVE – Certification Page

When you press the **<Certify>** button, you will be presented with a Pop Up Box asking you to certify the information you provided, you would click the check box and type in your First name and Last name. Then you click **<Approve>** to finalize. The system will log you out and sends you to a thank you page.



SCREEN SIX – Confirmation Message

When you have finished the survey and certified your answers, this is the final confirmation page you will see.

Remember Public Bodies have until <u>5PM on Friday, May 13, 2016</u>, to submit government contractor information in the Prevailing Wage Survey.



Confirmation

Your information has been certified and officially recorded. Thank you for your cooperation.

We recommend that you close all browsers at this time.

Log Off